

Capitalization

- **Capitalize proper nouns (names of specific persons, places, and things) and words derived from them; do not capitalize common nouns (all other nouns).**
 - E.g.- Names for deities, religions, religious followers, sacred books; words of family relationship used as names (my mom vs. Mom); particular places; nationalities and their languages, races, tribes; educational institutions, departments, degrees, particular courses; historical movements, periods, events, documents; trade names. Also, Months, holidays and days of the week are treated as proper nouns; the seasons and numbers of the days of the month are not.
- **Capitalize titles of persons when used as part of a proper name but usually not when used alone.**
 - E.g. – “Attorney General Marshall appointed four judges last year.”
 - E.g. – “The attorney general announced four appointments.”
- **Capitalize the first, last, and all major words in titles and subtitle of works such as books, articles, songs, and online documents.** The major words (nouns, verbs, adjectives, and adverbs – should be capitalized. Minor words like “the,” “and,” “in,” etc. are not capitalized unless they are the first word of the title.
- **Capitalize the first word of a sentence.**
- **Capitalize abbreviations for organizations and business names**
 - E.g. – C95, WMCI, CTV, YTV, MTV
- **You don’t need to capitalize the first word after a colon**
 - E.g. – “Most students can be divided into two groups: those who fail and those who pass.”

Practice these rules using the exercises on the back of this sheet. The answers for the first five are provided for you to check your progress. The last five sentences you must do on your own and submit for 5 marks.

EXERCISE M3-1 Capital letters Before working this exercise, read section M3 in *A Canadian Writer's Reference*, Third Edition.

Edit the following sentences to correct errors in capitalization. If a sentence is correct, write "correct" after it. Answers to lettered sentences appear in the back of the booklet. Example:

On our trip to the western United States we visited the ^G ~~g~~rand ^C ~~c~~anyon and the ^G ~~g~~reat ^S ~~s~~alt ^D ~~d~~esert.

- a. Crown attorney Johnson was disgusted when the jurors turned in a verdict of not guilty after only one hour of deliberation.
 - b. Have you seen the Arena Stage production of *A Raisin in the Sun*?
 - c. Madeline is taking courses in geology, mathematics, french, and english.
 - d. My Grandfather and Grandmother emigrated from Lithuania in the mid-1960s.
 - e. I look forward every Spring to walking along the flower-lined paths in the Halifax Public Gardens.
1. Whenever my brother took us to the movies, he gave us three choices: A brainless beach party flick, a foreign fluff film, or a blood and lust adventure movie.
 2. The grunion is an unremarkable fish except for one curious habit: It comes ashore to spawn.
 3. In our family, aunt Sandra was notorious for her biting tongue.
 4. In Quebec, the CEGEPs are Community Colleges that prepare students for University.
 5. Because Eileen enjoys working with handicapped children, she is pursuing a degree in Special Education.

ANSWERS for a-e

- a) I look forward every spring to walking along the flower-lined paths in the Halifax Public Gardens.
 d.) My grandfather and grandmother emigrated from Lithuania in the mid-1960s.
 e.) Madeline is taking courses in geology, mathematics, French, and English.
 b.) Correct
 a) Crown Attorney Johnson was disgusted when the jurors turned in a verdict of not guilty after only one hour of deliberation.